

INEEL WATER INTEGRATION PROJECT MEETING MINUTES
Wednesday, June 19, 2002, ID-N

Attendees:

Name	Organization	E-Mail Address
Jan Brown	INEEL	browjm@inel.gov
Doug Burns	INEEL	deb4@inel.gov
Dave Frederick	INEEL Oversight	dfrederi@deq.state.id.us
Marianne Little	INEEL	lit@inel.gov
Chris Martin	Stoller/ESER	cmartin@stoller.com
Marilynne Manguba	INEEL	mangma@inel.gov
Al Yonk	INEEL	yonkak@inel.gov
Paul Wichlacz	INEEL	plw@inel.gov

Action Tracking Log

Tony Rutz is working with Paul Wichlacz to schedule a meeting with Harold Blackman regarding the Expert Panel.

A number of DOE and contractor personnel have been briefed on the Science Strategies Development, including: Lisa Green, Patti Natoni, and Rachel Collins- DOE-ID; and Carol Mascarenas, Doug Jorgensen, and Mike Wright (June 20) - INEEL.

A meeting to brief DOE-ID on the stakeholder strategy is scheduled for July 2, 2002.

The group discussed the need to pull information together in a format that illustrates the connections between various actions and allows the public to see how their input to strategies has been used. Dave Frederick offered to help develop a flowchart that shows the connections and includes past, present, and future information. The group was asked to bring ideas on how to illustrate the various components and how they fit together.

30-Day Look Ahead

Stakeholder Communication Activities: The Third Quarter Demographics evaluation should be complete by the end of the week. Jan Brown asked all to fill out event reports for all interactions/contacts regarding the Water Integration Project to document them and for use as a measure of progress. This information will be rolled up into the quarterly report (due-mid-July). Completed event templates should be sent to Doug, Marianne, and Jan.

The rest of the items on the 30-day Look Ahead are proceeding well and on schedule.

It was agreed that the Action Log and 30-Day Look Ahead should be melded into one.

Public Participation Training Review

Jan gave an overview of the International Association for Public Participation (IAP2) Training held at the IRC on June 10 and 11. Good public participation is values-based, objectives-driven, and decision-oriented and is about engaging the public in decision making. The training included core values and a code of ethics for public participation practitioners, a generic decision process, and tools, information, and guidance that support public participation in decision making. A particularly useful tool is the Public Participation Spectrum that provides a framework for the different levels of public participation (Inform, Consult, Involve, Collaborate, Empower). Most DOE related public participation occurs at the first three levels.

Some items are particularly difficult in DOE/INEEL public participation processes. For example:

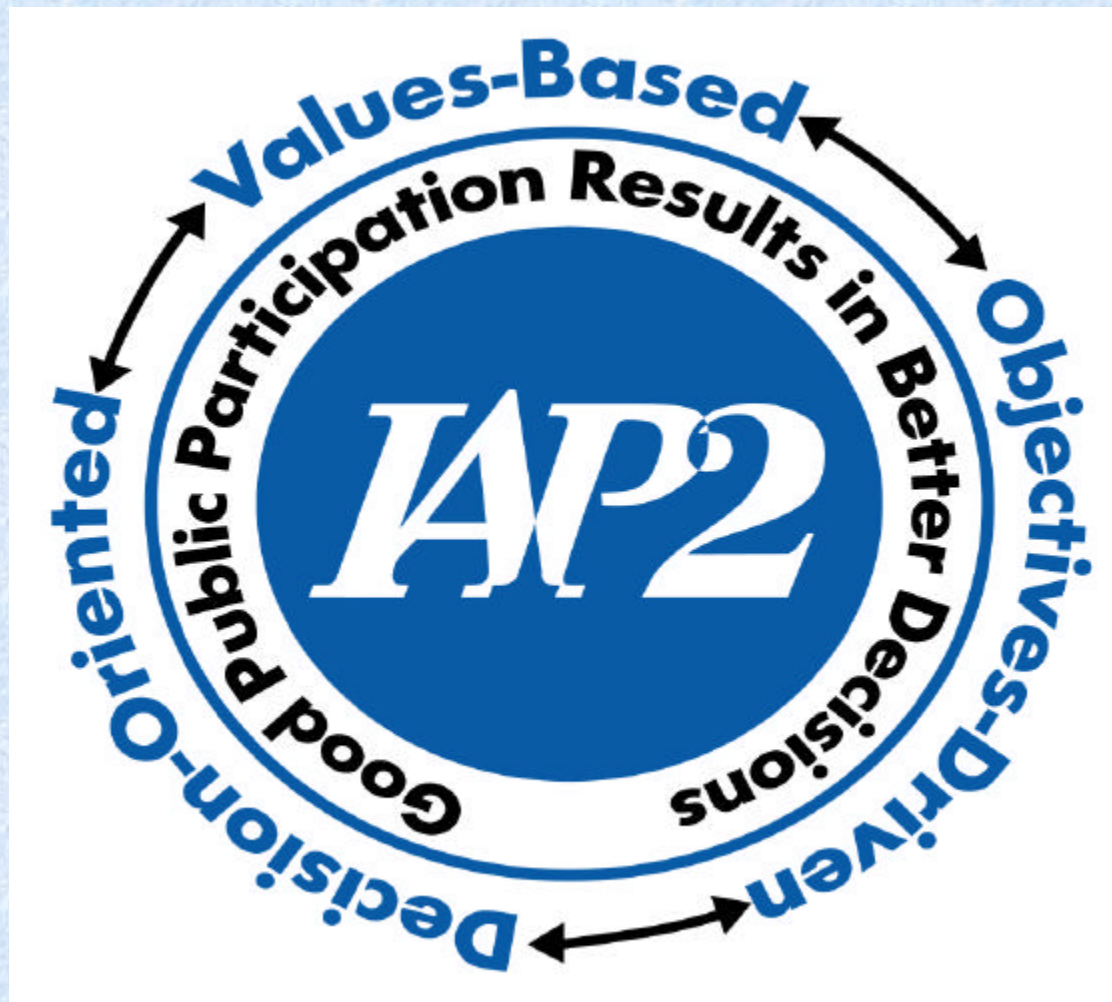
- Informed consent of a decision already made vs. public participation that actually affects the final decision.
- Advocacy. It is important for the practitioner to advocate for the public participation process, not a particular decision or outcome.
- Promise to Public: Don't promise what can't be delivered. If you are only keeping the public informed or asking for feedback, make it clear what you will be doing with the feedback.

Jan's presentation outlining the basics of public participation is included with these minutes.

The first step in the decision making process is to identify the issue. Doug Burns asked the group to bring to the next meeting one or two sentences describing what decision the Water Integration Project is trying to make. The second step will be to decide what elements of the project will take us toward that decision.

Next meeting: June 26th, ID-N, **room 229**, from 1-2 pm (please note: room change)

IAP2's Foundations of Public Participation



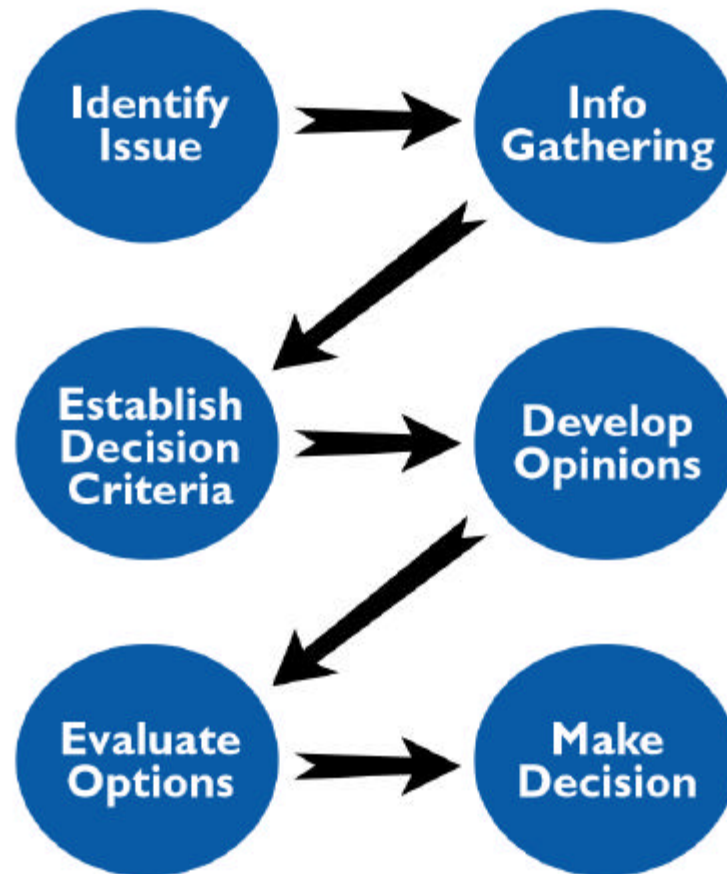
IAP2 Core Values

1. The public should have a say in decisions about actions that affect their lives.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. The public participation process communicates the interests and meets the process needs of all participants.
4. The public participation process seeks out and facilitates the involvement of those potentially affected.
5. The public participation process involves participants in defining how they participate.
6. The public participation process provides participants with the information they need to participate in a meaningful way.
7. The public participation process communicates to participants how their input affected the decision.

IAP2 Public Participation Code of Ethics

1. Purpose
2. Role of Practitioner
3. Trust
4. Defining the Public's Role
5. Openness
6. Access to the Process
7. Respect for Communities
8. Advocacy
9. Commitments
10. Support of the Practice

Generic Decision Process



Each step in the decision process is an opportunity to gain or lose trust

Module One: IAP2 Foundations of Public Participation



IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

Increasing Level of Public Impact



Inform

P2 Goal:

To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Public:

We will keep you informed.

Example Tools:

- ◆ Fact sheets
- ◆ Web sites
- ◆ Open houses

Consult

P2 Goal:

To obtain public feedback on analysis, alternatives and/or decisions.

Promise to the Public:

We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.

Example Tools:

- ◆ Public comment
- ◆ Focus groups
- ◆ Surveys
- ◆ Public meetings

Involve

P2 Goal:

To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.

Promise to the Public:

We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

Example Tools:

- ◆ Workshops
- ◆ Deliberative polling

Collaborate

P2 Goal:

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Promise to the Public:

We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

Example Tools:

- ◆ Citizen Advisory Committees
- ◆ Consensus-building
- ◆ Participatory decision-making

Empower

P2 Goal:

To place final decision-making in the hands of the public.

Promise to the Public:

We will implement what you decide.

Example Tools:

- ◆ Citizen Juries
- ◆ Ballots
- ◆ Delegated decisions